



Case Specialist I - JDC

Details

Job ID : 389

Title : Case Specialist I - JDC

Job Code : 729

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE IN HUMAN SERVICES FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED